

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020027-5  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 10 February 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL: 25X1A

a. [REDACTED] (continued item)

25X1C

(2) Fire and disaster plans are being developed for the Depot which will be used for training of employees, including a program of fire and evacuation drills.

(3) The Chief and Deputy Chief of the Planning Staff visited the Depot for review of the operation and to look into the utilization of a proposed electric chain hoist for handling bulky and heavy items in the Packing and Crating Section.

(4) Due to inclement weather, the PBS group of GSA have not been able to complete the weatherproofing of the Butler Building to be used for storage of minimum lots [REDACTED]

25X1C

b. Supply Training: (continued item)

(1) One individual who is presently assigned to a Career Rotation Position is being briefed and oriented in the mission, functions, and operation of the Supply Division, with particular emphasis being given to those phases of particular interest to Administrative Officers.

(2) Two personnel of the Supply Division have been enrolled in the Basic Supervision Course which commences 14 February 1955.

(3) One member of the Supply Division has been approved for training in the "Fundamentals of Standardization" with the Department of Agriculture Graduate School and has enrolled for the course conducted after duty hours from 7 February to 27 May 1955.

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(4) To date, 46 Supply Division personnel have attended the TSS Item Familiarization Demonstrations. These personnel were selected on a need-to-know basis. As of this date, no further requirement exists in the Supply Division for this type of training; however, when the Demonstrations are resumed, continual review will be accorded Supply Division personnel to insure that those who require the knowledge will be scheduled for future demonstrations.

2. PROJECTS AND STUDIES IN PROCESS:

a. Flex-O-Print Catalog: (continued item)

(1) The Catalog Change Bulletin, which is to be used to maintain Supply Catalogs on a current basis, is expected to be ready for delivery to Reproduction Division for printing on 15 February. This is the first change bulletin prepared by the use of the Flex-O-Print method and will incorporate 262 new items in the Ordnance and Medical sections, in addition to revisions made in 93 other items.

(2) Proof copies were received and approved yesterday for the following publications:

- (a) Introduction to Supply Catalog
- (b) Group 74 - Office Machines
- (c) Group 79 - Cleaning Equipment and Supplies
- (d) Group 80 - Brushes, Paints, Sealers and Adhesives
- (e) Group 81 - Packaging and Packing Supplies

b. Maintenance Parts Lists: (continued item)

The acetate overlays for MPL #10, Repair Kit, Electronic, [REDACTED] have been received and the development of this list is in process. It is expected that MPL #10 will be ready for printing by 16 February.

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c. [REDACTED]: (continued item)

Five Requests for Shipment forms have been received from the Project Engineer. These requests call for the shipment of applicable cargoes during the last week of February. Approximately six tons of material are ready for this shipment.

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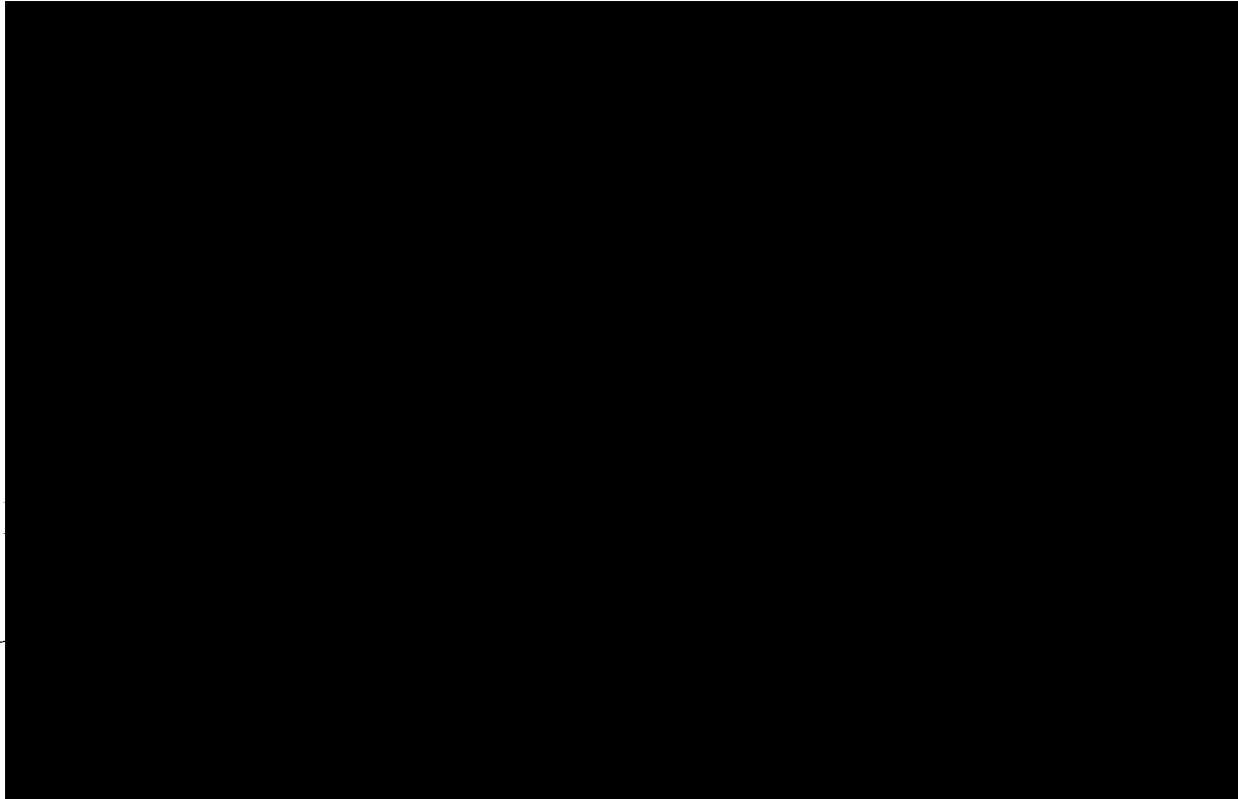
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3. OTHER ITEMS OF INTEREST:

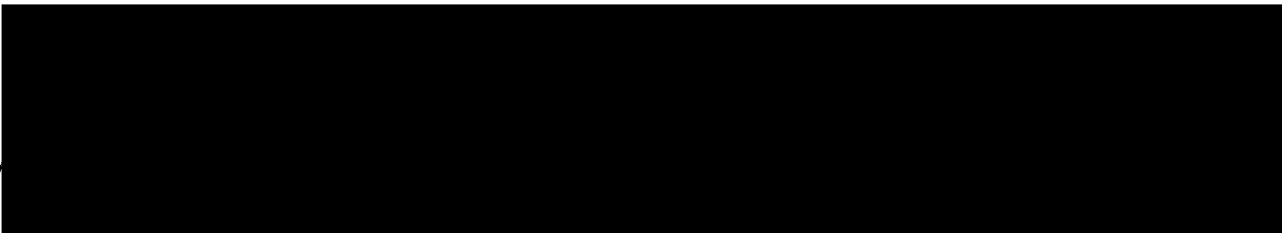
a. Rush Shipments: (continued item)

Three shipments received special coordination during the past week for expediting delivery: One for WH Division and two for TSS.



c. Safe Files: (continued item)

No new development relative to the procurement of safe files. We presently have on hand 118 legal size safe files and 282 on back order for cargoes and non-departmental locations. Action will be taken to effect a limited procurement of subject item to sustain headquarters activities.



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e. European Trip: (new and continued item)

The report of the field trip made by Mr. Garrison and [REDACTED] to the European area has been carefully reviewed and studied. The report of action contemplated or completed by Supply Division was forwarded to the Logistics Office. A dispatch was prepared to the [REDACTED] Mission outlining the problems discovered in that area with recommended action. This dispatch was forwarded to the Logistics Office for signature. A dispatch [REDACTED] outlining problems and proposed action in that area, has been written and is being finalized preparatory to forwarding for signature. Dispatches to the other areas are in the process of formulation.

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g. Headquarters Visit: (new and completed item)

[REDACTED] visited headquarters 8--10 February to discuss operational problems and the cost proposal of a new contractor at [REDACTED] for the performance of logistical functions assigned.

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h. Carpeting for South Building: (new and completed item)

Carpeting in South Building was scheduled to start Monday, 7 February. This required delivery of carpeting and cushioning from the [REDACTED] Depot on very short notice. This material was delivered Friday so that it would be on hand for [REDACTED] workmen on Monday morning.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division objectives reported to Technical Review and Policy Staff on 4 February.

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LO/SD/DWW:dmg (10 Feb. '55)

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